

**MAIL MANAGEMENT BULLETIN**  
**FY 2015**  
**October 14 – November 14**

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Welcome to the NOAA/USPS mailing and shipping bulletin! The home of new and exciting postal information!

Have you enjoyed the summer? It's time for back to school and more traffic!

Your contacts for NOAA's Mail Management functions:

Rita E. Argueta – NOAA Mail Manager, (301) 713-2220 x181

Floyd Creecy – National NOAA Mail Manager, (301) 713-2411 x165

**It is really important that you read the information provided in the bulletins. The mail bulletin provides the most up-to-date, cost-saving, and correct information regarding NOAA mailing procedures and safety.**

You are encouraged to suggest fresh and interesting postal topics. Please feel free to submit changes and/or offer suggestions to make this bulletin useful and beneficial to you and everyone who reads it. It would be appreciated if you would pass this information along and notify us of anyone you know who is responsible for mail and is not receiving this bulletin.

**POSTAGE METERS**

**Postage Information**

**“Report Your Stamp Usage”**

Please send a copy of your Stamp Usage Report to the Mail Management Team as soon as possible. The last bulletin explained that you were going to receive a spreadsheet to begin reporting postage stamp usage. We have decided to wait and begin this at the start of FY15.

The NOAA Mail Manager must report all mailing and shipping expenditures to the Department annually. In order to report those expenditures all locations using postage stamps are required to manually provide reporting to the NOAA Mail Manager.

If you have any questions pertaining to manual stamp reporting please direct them to the Mail Management Team Rita Argueta at [rita.e.argueta@noaa.gov](mailto:rita.e.argueta@noaa.gov) or Floyd Creecy at [floyd.creecy@noaa.gov](mailto:floyd.creecy@noaa.gov).

## **“2015 Meter Changes IMpb”**

Have you heard of the IMpb (Intelligent Mail package barcode)? Most people have not heard of it. The Intelligent Mail package barcode (IMpb) is a new barcode that will be used by the USPS for tracking packages. Very similar to the barcode used by FedEx and UPS, the IMpb provides tracking on USPS shipments. Postal barcodes help the USPS process, sort and deliver mail more efficiently.

Beginning January 25, 2015 all meter mailers must meet all IMpb requirements to qualify for commercial base pricing (discounts) when mailing packages. After January 25, 2015, meter mailers unable to comply with the requirements may continue to mail packages at retail prices (no discounts), but must affix a USPS Tracking label (label 400) to each piece.

The mail management team is currently working with vendors to formulate a solution for meter mailers. Once an agreement has been reached an announcement will be forwarded to you.

## **Mail Safety & Security**

### **Safety and Security**

#### **“Safety Is Everyone’s Responsibility”**

Kudos goes out to Chris Clark, a Contractor in the Boulder Colorado mail room for his diligence to keep everyone safe in the building.

Chris identified several pieces of suspicious mail at the location. His attention to detail prevented a possible catastrophe. “Chris is an astute mail clerk, and is very good at his job,” says his supervisor Jeff Mason.

Well done Chris. The mail management team appreciates your diligence. Rita Argueta said, “We are very proud of Chris and the team in Boulder for following proper safeguards in mail handling.”

Keep a suspicious mail poster up in your office. A suspicious mail poster can be ordered from the USPS, FBI or copies can be made from the PDF provided on the mail management website at: [http://www.corporateservices.noaa.gov/facmd/logistics\\_management/mail\\_management/](http://www.corporateservices.noaa.gov/facmd/logistics_management/mail_management/)

## **“Can You Identify the Correct Steps of Handling Suspicious Mail?”**

A mail room employee opened an envelope, removed the documents and attached them to the outside of the envelope. This process is common for all documents mailed to this department. The envelope went to an employee on the 4<sup>th</sup> floor. That person took the envelope to her office, and placed it on her desk. An unidentified white powder then fell out of the envelope and onto the desk. The envelope and its contents were then taken to another person's office. That person promptly placed the envelope on a desk, left the office, locking the door behind her. She then contacted the authorities and 911. Both employees believed that they had been exposed to some kind of harmful chemical or biological substance, so they attempted to decontaminate themselves by washing their hands.

The Fire Department HAZMAT team entered the building utilizing proper protective equipment to maintain their safety while dealing with an unknown hazardous substance. The HAZMAT team field tested the powder in the envelope, discovering it was sodium bicarbonate, a non-hazardous substance.

Fortunately the powdery substance was non-hazardous. Had it been hazardous many more people would have been adversely affected because the mail room employee acted improperly. A news article mentioned 2 employees believed they had been exposed to a harmful chemical or biological substance, but in reality that did not include the mailroom occupants or all the employees of both offices the envelope went to after the mail room. As soon as the powdery substance was identified handling of the item should have ceased. The room should have been locked and the procedures for notification of emergency personnel followed. This was a great learning opportunity!

## **MAILING AND SHIPPING**

### **“Official Mail Stamps Are Obsolete”**

Attention: all Official Mail Stamps are obsolete for NOAA. NOAA no longer holds an OMAS account. The stamp can still be used by agencies that have an OMAS account. If you ask a USPS employee if you can use the Official Mail Stamp, the answer will be yes because they will not know that your agency does not have an OMAS account. The mail management team for NOAA will answer no because we know that our agency does not have an OMAS account.



Please destroy all old stock piles to ensure use does not occur in the future.

If you have any questions pertaining to Official Mail Stamps please direct them to the Mail Management Team Rita Argueta at [rita.e.argueta@noaa.gov](mailto:rita.e.argueta@noaa.gov) or Floyd Creecy at [floyd.creecy@noaa.gov](mailto:floyd.creecy@noaa.gov).

## **Mail Management**

### **Information**

#### **“For your Reference”**

All past mail bulletins as well as mail management guidance is posted on the Mail Management website at: [http://www.corporateservices.noaa.gov/facmd/logistics\\_management/mail\\_management/](http://www.corporateservices.noaa.gov/facmd/logistics_management/mail_management/)

#### **“Your Mail Management Team”**

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